

U.S. INTERNATIONAL TRADE COMMISSION
Year 2004 Annual Inventory of Commercial Activities Under
the Federal Activities Inventory Reform Act (P.L. 105-270)
Contact Person: Deborah Kearns (202) 205-3194

Org Unit	Location	FTE*	Function Codes	Activities	Reason Code	Year Activity First Appeared on FAIR List
<i>B - Personnel Management</i>						
ITC	Wash, DC	2	B300	Staffing Reviews	C	1999
ITC	Wash, DC	2	B400	Employee Relations	C	1999
<i>C - Finance and Accounting</i>						
ITC	Wash, DC	5	C302	Travel Processing	C	1999
ITC	Wash, DC	2	C307	General Accounting	C	1999
ITC	Wash, DC	6	C310	Payroll Processing	C	1999
ITC	Wash, DC	3	C400	Budget Support	C	1999
<i>F - Procurement</i>						
ITC	Wash, DC	1	F200	Contracting (operational)	C	1999
<i>G - Social Services</i>						
ITC	Wash, DC	9	G104	Tech/Prof/Legal Library Info Svcs	C	1999
<i>I - Investigations</i>						
ITC	Wash, DC	0	I100	Inspector General Services	C	1999
<i>S - Installation Services</i>						
ITC	Wash, DC	3	S733	Building Services	C	2000
ITC	Wash, DC	1	S740	Transportation Management Svcs	C	2000
<i>T - Other Nonmanufacturing Operations</i>						
ITC	Wash, DC	4	T806	Printing and Reproduction	C	1999
ITC	Wash, DC	5	T807	Visual Information	C	1999
ITC	Wash, DC	1	T809	Admin Telephone Services	C	1999
ITC	Wash, DC	0	T819	Prep & disp of excess & surplus pro	C	1999
ITC	Wash, DC	10	T820	Admin Support Services	C	1999
ITC	Wash, DC	1	T820	Admin Support Services	B	1999
ITC	Wash, DC	194	T821	Special Studies and Analyses:	C	1999
ITC	Wash DC	4	T999	Other Nonmanufacturing Operations	C	1999
<i>W - Automatic Data Processing</i>						
ITC	Wash, DC	0	W824	Data Processing Services	C	1999
ITC	Wash, DC	2	W825	Maintenance of ADP Equipment	C	1999
ITC	Wash, DC	2	W826	Systems Design and Programming	C	1999
ITC	Wash, DC	2	W827	Software Services	C	1999
ITC	Wash, DC	19	W999	Other ADP Functions	C	1999
<i>Other Selected Functions</i>						
ITC	Wash, DC	50	Y400	Legal Services	C	1999
ITC	Wash, DC	5	Y403	Paralegal	C	1999
TOTAL		330				

*In many instances, the number of FTEs shown for a function code includes both commercial exempt and commercial core in-house. (FTEs have been classified as commercial core in-house for the following reasons: 1) FTEs perform core functions of the agency; 2) FTEs provide specialized technical expertise, factual and legal; 3) Access to confidential business information or business proprietary information is restricted by statute to ITC employees; and, 4) Ethical and conflict-of-interest problems will arise if FTEs are contracted out.) However, for each function code the number of commercial exempt included amounts to less than 10. Also, for each function code the number of FTEs shown is the sum of the time spent by applicable employees agency-wide in increments of one tenth of a workyear.